



City of Tempe

CHEMIST I

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	213	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$56,077
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$75,328
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Chemist II
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

REPORTING RELATIONSHIPS

Receives general supervision from the Laboratory Supervisor or from other supervisory or management staff, and functional supervision from Chemist II.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of experience conducting chemical or biochemical analyses, receiving and processing samples, or related functions in a laboratory environment.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in chemistry, biology or directly related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a wide variety of routine analytical and technical duties involved in the handling and analyses of the City's water quality including raw and treated water and/or raw sewage and industrial waste; and to ensure proper compliance with Federal, State and local requirements.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Coordinate sample receipt and sample log in to the Laboratory Information Management System (LIMS); ensure chains of custody (COC) and bottles are properly documented; prepare kits and COC's for subcontracting.
- Order supplies; perform bottle inventory; prepare bottles and bottle kits; dispose samples and maintain equipment maintenance files.
- Conduct a variety of chemical and biochemical tests including chlorine residual, turbidity, alkalinity, temperature, and pH.
- Calibrate, maintain and monitor various instruments and meters and perform preventative maintenance.
- Operate a variety of laboratory equipment including spectrophotometer, pH meters, turbidimeters, colorimeters, microscopes, balances, autoclaves, titrators, incubators, calculators, and computers.
- Prepare solutions, reagents and standards for various chemical analyses.
- Maintain, clean, and care for laboratory equipment and materials.
- Maintain quality control records (coc's, logbooks, and laboratory workbooks), calculate data, enter data into LIMS database.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Move heavy objects with forklift, dolly, etc. (i.e. gas cylinders for instruments up to 100 lbs.);
- Use tools (i.e. tools for instruments, changing gas cylinders, etc.);
- Operate computers, calculators and other office machines (i.e. laboratory instrumentation);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (i.e. laboratory chemicals, but will be working under a hood);
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed August 1995

Revised November 2001 (range adj due to market)

Revised Nov 2010 (Removed optional driver's license statement)

Revised December 2014 (Update job description & remove flex series)

Revised December 2016 (Update physical and mental activities)

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)